

## **NEIGHBORHOOD PARTICIPATION PROGRAM PROGRAM DESCRIPTION**

The intent of the Neighborhood Participation Program is to encourage neighborhood organizations to identify needs in their respective geographical areas and propose projects that qualify for City resources. The program will allow the funding of any improvement that the City is normally capable of constructing.

### **SECTION 1. PROGRAM APPROACH**

The following policies are hereby established for use in administering this program.

- 1.1 When funds are available, they will be used for capital projects in residential neighborhoods on publicly owned property. An exception will be considered for neighborhood entrance features located on private property immediately adjacent to a public right-of-way.
- 1.2 Organized groups, which represent neighborhoods, will be the vehicle to request these funds. These groups may range from incorporated homeowners associations to neighbors who organize themselves to apply for a specific project. Groups must demonstrate that they are representative of the interest of the neighborhood area, and are not simply representing the special interests of a few individuals.
- 1.3 Projects will be funded primarily by the City, with cost and/or in-kind participation by neighborhoods encouraged.
- 1.4 Project management will be primarily administered by the City with neighborhood participation to the extent agreed upon by the City and the specific neighborhood group.
- 1.5 This program is intended to fund construction projects only and not maintenance.
- 1.6 When a project on school property is approved for funding, a letter from the principal of the school where the project is to be located must be received stating that the school will strongly support joint use of the project by the City and the School District. The letter must be received prior to authorization to construct the project. If such a letter is not received within three (3) months of funding approval, funding for such a project will be terminated. This letter will be kept on file with the City to assure future availability of the school project.

## **SECTION 2. ELIGIBLE PROJECTS**

2.1 The program is intended for projects such as the following:

- a. connecting sidewalk installation
- b. improvements to existing public facilities that serve neighborhoods (not facilities intended to serve the entire City).
- c. bikepath connections
- d. landscape improvements
- e. installation of play/picnic amenities in a neighborhood park
- f. small drainage improvement projects
- g. entrance improvements to reinforce neighborhood identification
- h. renovations that improve access by disabled persons.
- j. irrigation installation

2.2 The program is not intended for projects such as the following:

- a. traffic signals
- b. street lights
- c. street paving
- d. replacement of existing features resulting from inadequate maintenance or care

## **SECTION 3. PROJECT SELECTION COMMITTEE**

A project selection committee will be established which will consist of staff members of appropriate City departments based upon project details. The committee will also include a representative who will assure efficient coordination with the five-year Capital Improvement Program (C.I.P.).

## **SECTION 4. PROJECT AND APPLICATION REQUIREMENTS**

The types of projects proposed and the information supplied as part of the project application shall meet the following requirements:

Project Requirements:

- 4.1 The project must have a general benefit to an entire neighborhood rather than a benefit to only a limited number of properties.
- 4.2 The project must not significantly increase City maintenance responsibilities.
- 4.3 The funding level should not exceed \$40,000 per project.
- 4.4 The project must not already be included in the five-year C.I.P.

## Application Requirements:

- 4.5 A neighborhood resident must be designated as a representative for each project application. This person will be the primary point of communication with the City.
- 4.6 The quality of the application in terms of completeness and clarity will be a consideration in the selection process. The application must include:
  - a. a detailed project description
  - b. project cost estimate, if known
  - c. discussion of relationship to Project Selection Criteria, as appropriate
  - d. demonstrated support for the application through letters, petitions, or other means, and signatures of either a minimum of twenty (20) affected neighbors or a majority of affected property owners.

## SECTION 5. PROJECT SELECTION CRITERIA

The application criteria set forth in this section shall be used in evaluating projects and allocating funding. Applications for projects will compete directly with all others received for that year. Non-funded applications may re-apply the following year.

- 5.1 *Benefit vs. Cost:* Project costs will be evaluated based upon the number of people benefitting from the project, and will be ranked accordingly.
- 5.2 *Health and Safety:* Projects related to health and safety will be given additional consideration.
- 5.3 *Comprehensive Plan:* Projects will be evaluated as to whether they specifically address needs identified in the Plan. Those that do will be given additional consideration over those that do not.
- 5.4 *Demonstrated Neighborhood Support:* Support must be demonstrated through signatures from at least twenty (20) affected neighbors or a majority of affected property owners. Projects that demonstrate additional neighborhood support will be given additional consideration.
- 5.5 *Neighborhood Funds and/or In-kind Contributions:* Neighborhood groups that make commitments for partial funding or in-kind contributions (e.g. plant trees, provide power sources for lighting) will be given additional consideration.
- 5.6 *Maintenance Requirements:* Projects that will not substantially add to the City's maintenance responsibilities will be given additional consideration.

## SECTION 6. SELECTION PROCESS

The selection process is to occur on an annual cycle in the following sequence:

- 6.1 *Program Publicity:* The Program will be publicized extensively. At the start of the program year, staff will conduct a kick-off meeting to provide information and stimulate ideas for projects. Staff will also be available to meet with

neighborhoods individually to explain the program and assist neighborhoods in organizing.

6.2 Applications received will be reviewed by the staff selection committee.

6.3 The staff selection committee will forward project recommendations to the City Commission. The Commission will have an opportunity to modify the recommendations prior to final project selection at a public meeting.

## **SECTION 7. ANNUAL PROGRAM SCHEDULE**

The following schedule is approximate and may be revised as needed to allow for adequate time to publicize the program and thoroughly review all applications.

Date	Activity
May-June	Program Advertisement
August 1	Application Deadline
November	Project Recommendations Tentatively Planned For Submittal to City Commission for Approval

**CITY OF SUNRISE  
NEIGHBORHOOD PARTICIPATION PROGRAM**

**PROJECT APPLICATION FORM**

***Note: Please read the entire Program Description before completing the application.***

Date of Application: _____
<b>APPLICATION INFORMATION</b>
Neighborhood Organization Name: _____
Geographic Area Served: _____
Neighborhood Project Coordinator Name: _____ Address: _____
Daytime Phone No.: _____ Fax No.: _____
<b>PROJECT INFORMATION</b>
Describe the Project: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Describe how the project will benefit the neighborhood: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Funding Requested: _____ _____ _____ _____ _____

PROJECT SUPPORT			
Describe your neighborhood's contributions toward the project, if any:			
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Neighborhood support (a minimum of twenty signatures or a majority of affected property owners - petitions may be attached):			
Name		Address	
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**Please return your completed application to:**  
City of Sunrise  
Planning & Development Department  
10770 West Oakland Park Boulevard  
Sunrise, FL 33351